

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code.

Town of Hollywood Park  
Regular City Council Meeting  
Tuesday, August 18, 2020  
Meeting Duration: 6:00 p.m. to 8:30 p.m..

I. **CALL TO ORDER**

Mayor Chris Murphy called the meeting to order at 6:00 p.m.

II. **INVOCATION:**

Councilmember Delaine Hall

III. **PLEDGE OF ALLEGIANCE**

IV. **ROLL CALL**

Members of City Council present: Mayor Chris Murphy, Delaine Hall, Oscar Villarreal, Jr., Debbie Trueman, and Paul Homburg, III

Members of City Council absent: Michael Howe

Hollywood Park Staff Present: City Attorney Ryan Henry, Police Chief Shad Prichard, Fire Chief John Butrico, City Treasurer Jeff Hinson, Public Works Director Kelly Cowan, and Interim City Secretary Jeannette Huggins

V. **PRESENTATIONS**

VI. **ANNOUNCEMENTS / REPORTS / MAYOR AND CITY EMPLOYEES**

- 1. Fire Department:** Fire Chief Butrico reported the HPFD responded to 45 calls for service. The average response time was 3m17s. Acadian Ambulance Service responded to 15 calls for service in Hollywood Park with an average response time of 12m14s. On August 12th the Texas Commission on Fire Protection came in for an unannounced inspection, which is conducted every other year. HPFD record keeping, personal protective equipment and other fire equipment was checked. No violations were reported. Chief Butrico announced that the department heads would like to start reviewing the policy manual during the department head meetings to make note of changes/suggestions, which will then be turned over to Councilmember Trueman and Jeff Hinson for review and consideration.
- 2. Police Department:** Police Chief Shad Prichard reported 454 calls for service. Compared to last year offenses have considerably increased. There were four arrests last month and total citations for the month were 232. Chief Prichard spoke of some disturbing calls for service that occurred last month to include several calls for social security scams and another scam against a resident for a high amount of money. For this reason and because it seems these scammers are targeting our elderly population, Chief Prichard is going to put together some classes to educate our residents of the different types of scams. There were reports of vehicle burglaries. Chief Prichard reminded everyone to keep their vehicle secured. Chief Prichard also explained there have been several flatbed trailers stolen recently and encouraged anyone who has one to keep it secured. The HPPD will have an intern from the St. Mary's Criminal Justice program starting on Friday.
- 3. Public Works:** Kelly Cowan reported that Angela, Code Enforcement, worked 125 cases for the month of July and closed 118 of those cases. Voigt Center reservations are pretty much nonexistent. A church has made Sunday service reservations at the Voigt Center. Swim season is over. Aquatica Pool Management does not have lifeguards available to extend swim time.
- 4. Finance:** Jeff Hinson reported the property taxes are 103% of the budget, sales tax came in at \$44,000.00, which is 20% below the previous year amount. Total of \$476,000.00 so far this year. We will probably make around \$560,000.00. Overall, we have \$949,000.00 on the plus side. Financials are good right now.
- 5. Administration Department:** Jeannette Huggins reported court was cancelled for the month of July, due to the COVID-19 pandemic. Court was in session on August 5th with 147 show cause cases on the docket for which only four defendants appeared. In person court proceedings have been strongly discouraged therefore we are looking at options available to handle court proceedings by phone. Jeannette indicated she spoke to Judge Dullnig who held court in another city, which she will be visiting to speak with them about the phone system they used for court. Jeannette mentioned there were a lot of violations regarding roofing

permits for contractors doing work without permits. There were a couple of locations in which the contractors received stop work orders twice at the same job site. The city issued over \$7,000.00 in roofing permits for the month of July and just over \$3,000.00 tree trimming permits.

6. **City Attorney:** Ryan Henry advised he also spoke to Judge Dullnig regarding the virtual system that he used in the City of Selma. The Prosecutors are going to be reaching out to defendants over the course of the month to work their cases out before any virtual hearings are scheduled. This is so that the defendants don't have to be concerned with appearing in person.
7. **Mayor:** Mayor Chris Murphy expressed his appreciation for Kelly Cowan's efforts in trying to find out if it was possible to have the swimming pool open during the day this week and the next two weeks. Mayor Murphy reminded everyone that during the Citizen Participation of the meeting it is only a one-way flow of information and each individual has up to three minutes to share their thoughts/information. This time is not for a back and forth exchange. Mayor Murphy spoke of the recent new coverage related to the unauthorized bank wire transfer from the City's banking account. He hopes to be able to share a more fruitful outcome in the near future regarding this matter. Mayor Murphy also discussed some recent effort into looking at relocating the local voting site from City Hall. In looking at the options and speaking with personnel from the Bexar County Elections Office it was decided in June to continue to hold elections at Hollywood Park Town Hall. He stated we do not want to do anything that could negatively impact what's expected to be a big turnout in voters.

## VII. CONSENT AGENDA

1. Approve the Regular Meeting Minutes for the 07/21/2020 City Council Meeting.
2. Approve the minutes of the 08/06/2020 Council Budget Workshop #1
3. Approve the minutes of the 08/10/2020 Council Budget Workshop #2
4. Approve the Financial Statements as of 07/31/2020.

*Councilmember Trueman advised of one correction to be made (add Fire Chief John Butrico to Roll Call). Councilmember Trueman made a motion to approve the Consent Agenda in its entirety with the correction. Councilmember Villarreal seconded the motion, which passed unanimously.*

## VIII. CITIZEN PARTICIPATION:

**Barbara Keener of 418 Yosemite Dr.** spoke regarding elections being held at Hollywood Park Town Hall and her concerns regarding COVID-19 guidelines.

**Kevin Gallivan of 201 Sagecrest Dr.** presented a check in the amount of \$1,000.00 from Alamo Area Aquatics swim program. Kevin spoke of needing more time. He requested extended hours during the morning, indefinitely, until things get back to some type of normal. He indicated he needs to expand his program. He asked for time at the pool from 1:00 p.m. to 7:30 p.m. on Monday through Thursday and on Saturday mornings for the high school kids. He asked for Council to consider this matter for the next Council Meeting agenda.

## IX. OLD BUSINESS

None

## X. NEW BUSINESS

1. Discuss and take possible action regarding Hollywood Park employee security access levels and proper process for access to designated areas of Town Hall. [K. Cowan]
  - a) Citizen Comment: *None*
  - b) Discussion: *Kelly Cowan indicated he is bringing this matter to Council for the sake of transparency. He advised there have been incidents in the past where things have happened in the building without Council's knowledge. He asked for Council's input, before there are more changes that affect all City employees. Kelly indicated that Public Works staff needs to have access through the hallways, not into offices or secure areas. Not having this access limits access to bathrooms and lunchrooms. There is a substantial cost in adding security doors and Public Works does not have the manpower or the time to install the doors, therefore a contractor would have to be hired. Not having access to the hallways causes problems with maintenance and work that needs to be done in and around the building. Prohibiting access forces the Public Works staff to have to carry tools and equipment around the building to get to the area they need to work in, when they could use the hallway instead. Having the hallways blocked off affects reasonable access to the City offices from the back parking lot. The firemen don't have access to the weight room via the hallway, instead they have to access that room from outside using the overhead door. Using the overhead door affects the a/c in that room.*

Chief Shad Prichard expressed his concern for the matter as it pertains to security and one department head trying to dictate to another department head how they should operate their department. Chief Prichard spoke of a failed State inspection in 2014 due to the City employees having unrestricted and unescorted access to all Police Department secured areas. Due to this failed inspections Chief Prichard had to develop a system that kept the secure areas secure to prevent removal of the information databases used by PD personnel in the course of their work. Chief Prichard expressed he's is trying to comply with the rules set forth by the DPS and the FBI by securing the areas in the Police Department that are required to be secure. The hallway and the patrol room have to be secured.

Councilmember Delaine Hall asked why the things Chief Prichard implemented in 2014, after the failed inspections, are not working any more. She asked Jeannette where the Admin staff gets water for things like coffee. If it's from the bathroom, she wouldn't want to drink it. She mentioned that the Admin staff basically has a closet for a lunchroom. She explained that people need to have access to the lunchroom and the employee restrooms. She expressed to Chief Prichard that she understands what he wants to do, as far as securing the PD offices, however she does not want it so that the employees do not have a lunchroom.

Chief Prichard explained the policy wasn't in writing so that prevented clear guidelines. He discussed the issues with staff and explained the limited access. The matter became an issue to the point of having a complaint filed against him. Chief Prichard stated that the room is a patrol room not a lunchroom. It's the most important room and has to be protected by law. It's the CJIS (Criminal Justice Information System) room. This room has the computer terminals used to access DPS and FBI databases, evidence lockers, intoxilyzer machine and the narcotics processing station and cameras are used to monitor this area.

Councilmember Debbie Trueman wanted to confirm that the areas needing to be secured are the hallway to all the PD offices and the patrol room. She expressed that she is confident staff can work this issue out amongst themselves with security being the top priority.

Councilmember Oscar Villarreal asked how much money was spent on the camera system at City Hall and asked if they were not working. Councilmember Villarreal wanted to know why the cameras could not be used for monitoring who is in what area. He stated that this building has very limited space and until something can be figured out everyone needs to learn to work together. Councilmember Villarreal wanted to confirm whether or not residents have access to the building and who has the authority to escort people through the building.

Chief Prichard explained the cameras have nothing to do with the CJIS policies and procedures. He explained the cameras are used for monitoring incidents that have to be recorded and used as evidence for cases/complaints. The cameras are also used for building security purposes. Chief Prichard explained if you're not a peace officer, haven't had your fingerprints checked and a criminal history background check done you can not have unescorted access into a secure area. He explained that a law enforcement officer or anyone approved for escort duties can escort people in the building. The Mayor and/or Councilmembers can not escort others through the building.

Councilmember Homburg asked Chief Prichard if the agreement reached with DPS in 2014 after the failed inspection is still in place today. He explained that DPS is stickler for detail so if they said we were out of compliance in 2014 we would have had to have done something to satisfy them that we are close enough to being in compliance. Councilmember Homburg asked what was done at that point. He wanted to confirm the agreement with DPS was never put in writing. Councilmember Homburg asked if we've had an audit since 2014. He asked if DPS was ok with what was being done and if it was just a matter of enforcing the agreement we have. Councilmember Homburg asked if at one time the agreement was being enforced and now things have gotten a little more casual.

Chief Prichard explained that he feels he has lost compliance. He explained that the agreement from 2014 is not in writing and added that it was verbal direction from him to City staff. Chief Prichard said there were three areas of concern found by DPS. He read a letter addressed from him to DPS, which he addressed the corrective measures taken to bring the Police Department into compliance with DPS and FBI guidelines. Chief Prichard state he didn't have a written policy that had to be shared with DPS. The letter submitted at that time was sufficient. Chief Prichard explained we have had audits since 2014. He had an audit in 2012, 2014 and 2018 and had one this year and DPS was ok with the agreement he has in place, it's just a matter of enforcing the agreement. Chief Prichard explained that at one time the agreement was being enforced better than it is now and agreed things have gotten a little more casual.

Fire Chief John Butrico explained that by blocking the hallway, that Chief Prichard says needs to be blocked, it would inconvenience the FD personnel from getting to the weight room. He also stated with the hallway blocked off to the sally port it removes any emergency exit from that room, which is a fire code

NEW BUSINESS: Item 1 - continued:

violation. He asked that Council consider looking into the cost of building a small room behind the fire station to be used for the weight room. This would give the police department use the sally port again. Mayor Murphy stated this item would be tabled at this time. We will come up with some solutions and discuss those solutions at another meeting.

2. Discuss the proposed FY 2020-2021 Town of Hollywood Park budget. [J. Hinson]
  - a) Citizen Comment: None
  - b) Discussion: Jeff Hinson explained that until the FY 2020-2021 Budget is adopted, this item will be on the agenda, just in case there is something that needs to be done or something to be discussed with Council. He explained that the Notice of Tax Rate is posted on the Hollywood Park website.
3. Discuss and take possible action to retain outside attorney services to defend the Town of Hollywood Park in the matter of Case Number 2020-CI-14198; Chris Fails vs. The Town of Hollywood Park.
  - a) Citizen Comment: None
  - b) Discussion: None  
Councilmember Trueman moved to retain Denton Navarro Rocha Bernal & Zech, P.C. as outside council for this matter. Councilmember Homburg seconded the motion, which passed unanimously.

**XI. EXECUTIVE SESSION:** At 7:19 p.m. City Council convened in Executive Session to discuss the following:

1. Pending litigation concerning Cause No. 2020-CI-14198; Chris Fails vs. The Town of Hollywood Park Texas under Texas Government Code §551.071(consultation with attorney);
2. Pending litigation concerning Cause No. 2019CV05725; Anita Ramos vs. Town of Hollywood Park under Texas Government Code §551.071(consultation with attorney);
3. Contemplated litigation with former employee Janice Alamia under Texas Government Code §551.071(consultation with attorney); and
4. Security access levels, devices, and audit under Texas Government Code §551.076 (Deliberations about Security Devices).

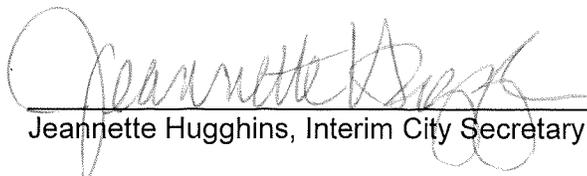
At 8:28 p.m. the City Council reconvened from executive session and took no action on these items.

**XII. ADJOURNMENT:** There being no further business to come before the City Council, Mayor Murphy adjourned the meeting at 8:30 p.m..

Minutes of this meeting are approved as submitted  corrected [  ] on this the 15<sup>th</sup> day of September, 2020.

  
Chris Murphy, Mayor

ATTEST

  
Jeannette Huggins, Interim City Secretary

